

**DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES  
CAPITOL REGION MENTAL HEALTH CENTER  
JOB OPPORTUNITY – FOR CANDIDATES ON A CURRENT EXAMINATION LIST  
MENTAL HEALTH ASSOCIATE**

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Open To:** STATE EMPLOYEES - **See Eligibility Requirements Below**  
**Location:** Young Adult Services Unit, Outpatient Services, 500 Vine Street, Hartford, CT 06112  
**Job Posting No:** CR-27029  
**Hours:** 1<sup>ST</sup> Shift / 8:00 a.m. to 4:30 p.m. / Monday-Friday / 40 Hours per week  
**Salary:** \$54,101.00 annually  
**Closing Date:** August 12, 2012

**Eligibility Requirements:**

1. Candidates must have **applied for and passed** the Mental Health Associate exam and **be on the current certification list** promulgated by the Department of Administrative Services for this classification to be deemed qualified.
2. State employees currently holding the above title or State employees who have previously attained permanent status may apply for lateral transfer.
3. Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.

**Duties may include but not limited to:** Functions as a member of a YAS Outpatient case management team that offer services to young adults with behavioral health problems, including substance use disorders, trauma, sexual behavior problems, pervasive developmental disorders, high risk behaviors and who are transitioning to more independent community living. Coordinates, facilitates, and oversees the full range of case management services and rehabilitative interventions provided by self, and approximately 13 mental health assistants 1 & 2, such as: life skills training, educational and vocational goals, budgeting, community adaptation, supportive treatment, community integration, medical appointments, etc. Documents services provided in the medical records, following the standards of governing bodies and completes any other reporting requirements such as: incident, accident reports, etc. Provides assistance with the administrative operation of the program by developing the schedule for the MHA's, reviewing the timesheets, scheduling mandatory trainings, arranging for coverage, identifying the need for additional coverage, overseeing the state car utilization, etc. Provides direct supervision of MHA's 1&2 including responsibility for: assignment of tasks, communicating between overlapping shifts, evaluating performance, providing education, training and support to the MHA's

**General Experience:** Three (3) years' experience at the level of Mental Health Assistant 2, LPN or its equivalent in a psychiatric setting.

**Special Requirements:** Incumbents in this class must possess and retain a current/valid Motor Vehicle Operator license. Incumbents in this class are required to travel.

**Working Conditions:** Incumbents in this class may be required to lift and restrain clients and may have significant exposure to infectious and/or communicable diseases, strongly disagreeable conditions and risk of injury.

**Note:** Applicants will be selected in accordance with reemployment, SEBAC, transfer, promotion, collective bargaining unit contract language, merit employment lists and DMHAS affirmative action goals. Therefore, State employees will generally be considered before applicants from outside State service.

**Application Instructions:** Due to the large number of lateral transfer forms and applications received, it is extremely important to note the **Job Posting Number (found on the posting)** on the DMHAS Lateral Transfer Request Form (**upper right-hand corner**) and at the bottom of Page One of the State of Connecticut Application for Examination or Employment (CT-HR-12)

**To be considered for this position:**

1. **DMHAS employees who are lateral transfer candidates** (example: Mental Health Assistant 1 applying to a Mental Health Assistant 1 posting) must submit a completed DMHAS Lateral Transfer Form. Lateral Transfer Request Forms received without a position number will not be processed
2. **DMHAS employees who are promotional/demotional candidates** must submit the State of Connecticut Application for Examination and Employment (CT-HR-12). The position number must be noted at the bottom of Page One of the State of Connecticut Application (CT-HR-12).
3. **All other applicants** must complete a State Employment Application for Examination and Employment (CT-HR-12). Resumes and Curriculum Vitae can be provided as supplemental information but will only be accepted if attached to a fully completed application.

**PLEASE SEND APPLICATIONS TO: (Please choose only one)**

Ramona Sablón, HR Director, **Capitol Region Mental Health Center, 500 Vine Street, Hartford, CT 06112**

**OR Email:** [jellena.jones@ct.gov](mailto:jellena.jones@ct.gov) **OR Fax:** (860) 297-0931

The DMHAS Lateral Transfer Request Form, State of Connecticut Application for Examination or Employment (CT-HR-12) and postings can be found on the DMHAS website at [www.ct.gov/dmhas/employmentopportunities](http://www.ct.gov/dmhas/employmentopportunities)

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut and the Department of Mental Health and Addiction Services are equal opportunity/affirmative action employers. Women, minorities and persons with disabilities and in recovery are encouraged to apply. NP-6